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Approved For Release 2003/05/14 : CIA-RDP78-04914A000200070022-5

1. Asst. Chief

2. P. P. S.

3. Payroll

4. Travel

5. Accounts

6. Claims

7. Fiscal Inspector

22 May 1950

Management Officer

Chief, Administrative Staff

Corrective Action Taken on Report of Field Trip to OO Stations

25X1

Reference your memo dated 8 May 1950, the following comments are made on various paragraphs of your report that pertain to the Administrative Staff activities. Paragraph numbering corresponds to that of your report:

1. General Comments

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5. Monthly financial reports are forwarded to the Budget Staff for agency-wide distribution. OO/C headquarters receives copies of these and if they so desire they can forward them to the field.
7. The use of waterproofing paper for continental shipping has been discontinued.
12. A discussion of the postage-stamp accounting by Budget, Management, and Administrative Staff is desired.
14. This is a matter pertaining to the Finance Division, Special Support Staff.

The existing CIA petty-cash procedures follow those prescribed by GAO Regulation 103, dated 2 May 45. If it is felt that this standard practice is too restricted in scope for certain field installations there is no objection to the establishment of agent cashier facilities.

2. ☐

3. a. This is a matter that will have to be approved by the Project Review Committee.

b. Teletype paper formerly maintained by the Federal Supply Service, GSA, was disapproved by the using office, Washington, on the basis that such paper did not meet required specifications. Therefore, contracts covering large quantities of this item were established and procured in the open market, with delivery of material consigned to Washington. It has just been ascertained that the Federal Supply Service will

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Corrective Action on Field - 2 -
Trip to OO Stations

22 May 1950

stock teletype paper which conforms to the specifications of this agency. Items of this nature can, in the future, be obtained direct from the regional FSS office. However, procurement authority will have to be delegated to [redacted] A draft of the [redacted] series covering field procurement within the continental limits of the US is now in the Management Office awaiting publication.

4. b. If the [redacted] will submit a formal request to establish agent cashier facilities, explaining why the present procedure is inadequate, consideration will be given to such request.
- c. This situation has been rectified by making a separate and special trip to the Treasury with the payroll and a special trip to pick up checks when ready. By doing this, the payroll can be dispatched Wednesday instead of Thursday.
- d. It is not believed necessary to report leave balances twice a year. It is felt that their own Administrative Staff can adequately maintain leave balances for their personnel

- [redacted]
3. d. Office chairs referred to were obtained directly from FSS [redacted]. On 29 Mar 50, message No. 8476 was forwarded to the [redacted] office asking for specific instances of delay in purchase requisitions handled by FSS. As of this date, no reply has been received. This office can take no action until appropriate information is received [redacted] Services Division has no record of file cases delivered to the [redacted] A further check is being made to determine whether this item, based on nomenclature, was expendable and issued from Supply Account No. 2.

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Corrective Action on Field - 3 -
Trip to OO Stations

22 May 50

4. b. Inquiry of the Fiscal Division shows that a maximum period of 10 days elapsed between receipt of any OO/C travel voucher and the forwarding of the reimbursement check. Entertainment reimbursement and confidential-fund travel is handled by the Finance Division, Special Support Staff.

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4. [REDACTED]

3. c. (1) Records of the Fiscal Division show that payment was delayed because the vendor submitted his bill improperly and had not properly certified it. After much correspondence, it was submitted in the right form and received on 24 April and paid on 5 May.

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5. [REDACTED]

3. b. This item was apparently procured locally through FSS, and such paper cannot be had in less than one-roll lots. It is suggested that hereafter petty cash be used to purchase small quantities from local stationery stores.

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The vehicle in question is being procured through GSA and will be consigned direct to the [REDACTED]. They should receive this by approximately 1 June.

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6. [REDACTED]

3. b. Requisition for the OO report form was received in the warehouse on 15 Feb 50. The requisition was held upon verbal instructions [REDACTED] until item No. 5 of the requisition became available; however, this item was not immediately available and the shipment was unduly delayed. Hereafter partial shipment will be made.

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A requisition was received for one special-size map cabinet. Inquiry was made from vendors and it was found that a special-size cabinet would cost an exorbitant price and

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would have to be especially constructed. In view of this information, inquiry was made as to why the standard-size cabinet could not be used. Later the [redacted] office agreed to accept the standard cabinet. However, after the above delay, all of the cabinets in stock had been shipped out and a replenishment order was made on 1 Feb 50. These cabinets have not as yet been received; upon receipt they will be shipped immediately [redacted]

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6. f. See paragraph 14, under General Comments, regarding agent cashiers.

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cc: Budget Officer

AVE:mon



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